

**MINUTES OF THE  
ACCOMACK-NORTHAMPTON  
TRANSPORTATION DISTRICT COMMISSION**

A regular meeting of the Accomack-Northampton Transportation District Commission was held at the Eastern Shore Chamber of Commerce Building, Melfa, Virginia, on Tuesday, January 8, 2018 at 5:30 p.m.

Present:

Oliver H. Bennett, Chairman  
Donald L. Hart, Jr., Vice Chairman  
C. Reneta Major, Secretary-Treasurer  
Ron Wolff

Ex-Officio member absent:

Steven Hennessee

Nonmembers present:

Alex Parry, Bay Coast Railroad  
J. T. Holland, Bay Coast Railroad  
Joyce Collins, Bay Coast Railroad  
Phil Thompson, Virginia Regional Transit  
Bruce Simms, Virginia Regional Transit

In Re: Call to Order

The Chairman called the meeting to order and indicated that a quorum was present. It was noted that the Northampton County Board of Supervisors has not yet met in order to appoint replacement Commission members for Mr. LeMond and Mr. Hogg whose terms of office have expired.

In Re: Invocation

The invocation was given by Ms. Major.

In Re: Statements from the Public

There were no comments from the public.

In Re: Account Balances

The monthly Assistant Secretary-Treasurer's report showed an ending balance at December 31st of \$34,550.64.

In Re: Minutes of December 5, 2017

Motion was made by Mr. Hart, seconded by Ms. Major, that minutes of the meeting of December 5, 2017 be approved. All members were present and voted "yes". The motion was unanimously passed.

In Re: Public Transportation Report

The following Management Report was distributed:



**STAR Transit Management Report  
Jan. 8, 2018**

**Operations.**

- Further planning by the Star Management Team for the proposed Northampton County Demand Response expansion route is underway.
- December ridership totals indicate a decline of 14.6% compared to December of 2016. Recent low temperatures may have been a contributing factor as well as one less day of transit service last month.

Mr. Thompson also noted that a recent audit found that the Green Route fares were non-compliant. Starting tomorrow, the Green Route fare will be reduced to \$1.00 from \$3.00.

**Human Resources**

- Changes in hourly wages as well as retention incentives for staff and drivers approved by the Board at the November meeting went into effect on the biweekly pay date Dec. 21. This provision has proven to be a welcome incentive in the recruitment and retention of employees as we move forward into the New Year.

**Training**

- The Dec. 20 rescheduled Defensive Driving/ Accident Training session was preceded by our holiday party, and was well attended.

**Capital**

- The final bids for retiring buses auctioned on publics surplus.com were submitted on December 8 2017. The results are as follows:  
 #27 \$4,550.00  
 #28 \$3,450.00  
 #29 \$4,000.00  
 #31 \$4,800.00
- The Management Team is working on finalizing our FY2019 capital budget needs which will be submitted to VDRPT (Virginia Department of Rail and Public Transit) in January 2018.

**Marketing and Outreach**

- Star Management participated in the Lower Northampton Baptist Church Ministry Mission Christmas Party for special needs individuals from the Eastern Shore on Dec. 16.
- By request, Star Transit will assist again in the Food Bank’s annual PIT (Point In Time) event on January 24<sup>th</sup> to survey homelessness on the Eastern Shore.

**Transit Maintenance**

- ***Preventive Maintenance Program***
  - Routine vehicle preventive maintenance is up to date.

**Monthly Ridership Statistics**

<b>November 2016</b>	<b>7708</b>	<b>November 2017</b>	<b>7170 -538</b>
	<b>7% decrease</b>		
<b>December 2016</b>	<b>7539</b>	<b>December 2017</b>	<b>6438 -1101</b>
	<b>15% decrease</b>		

\* \* \* \* \*

STAR TRANSIT 2016-2017				November 30, 2017 21 DAYS			
Month	Total Revenue	Total Expenses	Surplus/Deficit	Passengers			Total Cost
				Month	2017-18	2016-17 Trips	
<b>Oct.</b>	\$60,835.88	\$48,871.00	\$11,964.88	<b>Oct.</b>	8102	7,913	\$6.03

Nov.	\$64,900.31	\$57,174.90	\$7,725.41	Nov.	7170	7,708	\$7.97
Dec.			\$0.00	Dec.		7,539	\$0.00
Jan.			\$0.00	Jan.		7,491	\$0.00
Feb.			\$0.00	Feb.		8,135	\$0.00
Mar.			\$0.00	Mar.		8,616	\$0.00
Apr.			\$0.00	Apr.		7,595	\$0.00
May			\$0.00	May		8,069	\$0.00
June			\$0.00	June		8,228	\$0.00
July			\$0.00	July		6,877	\$0.00
Aug.			\$0.00	Aug.		8,089	\$0.00
Sept.			\$0.00	Sept.		7,527	\$0.00
<b>TOTAL</b>	<b>\$125,736.19</b>	<b>\$106,045.90</b>	<b>\$19,690.29</b>		<b>15272</b>	<b>93,787</b>	
				<b>AVERAGE COST PER PASSENGER -&gt;</b>			<b>\$6.94</b>
				<b>AVERAGE PASSENGERS PER MONTH -&gt;</b>			<b>7,636</b>

Passengers per Mile				Cost per Mile			
Oct.	0.22	April		Oct.	\$1.34	April	
Nov.	0.21	May		Nov.	\$1.67	May	
Dec.		June		Dec.		June	
Jan.		July		Jan.		July	
Feb.		Aug.		Feb.		Aug.	
Mar.		Sept.		Mar.		Sept.	
<b>TOTAL</b>				<b>TOTAL</b>			
<b>AVERAGE MONTHLY PASSENGERS PER MILE</b>			<b>0.22</b>	<b>AVERAGE COST PER MILE</b>			<b>\$1.50</b>

Hourly Cost				Passengers per Hour			
Oct	\$34.18	April		Oct	5.7	April	
Nov.	\$41.89	May		Nov.	5.3	May	
Dec.		June		Dec.		June	
Jan.		July		Jan.		July	
Feb.		Aug		Feb.		Aug	
March		Sept		March		Sept.	
<b>TOTAL</b>				<b>TOTAL</b>			
<b>AVERAGE TOTAL HOURLY COST</b>			<b>\$37.94</b>	<b>AVERAGE PASSENGERS PER HOUR</b>			<b>5.5</b>

Route Location	Passenger Totals	Operating Hours	Mileage
Red	1,715	231	5,864
Purple	1,567	231	5,758
Gold	1,008	116	2,987
Blue	855	116	2,980
Green	482	200	4,135
Chicoteague	879	242	7,351
Yellow	664	231	5,175
	<b>7,170</b>	<b>1,367</b>	<b>34,250</b>

Month	Hrs. of Oper.	Mileage
Oct.	1,430	36,476
Nov.	1,365	34,250
Dec.		
Jan.		
Feb.		
Mar.		
Apr.		
May		
June		
July		
Aug.		
Sept.	_____	_____
	2,795	70,726

In Re: State's Comments

There was no report from the State.

In Re: Airport Update

Mr. Hart said that the Melfa airport was involved in the recent supply-transport to the iced-in island of Tangier as well as a medical evacuation.

In Re: Railroad Comments

1. In December BCR handled 74 carloads.

42 of these were at Little Creek with the top shippers being, 23 for Mid-Atlantic Transload (grit) ,11 for Gordon Paper and 8 for Dynaric.

Eastern Shore location handled the remaining 32 cars. Pep Up Gas 8 Cars, and Sharp Energy 6 cars, Coastline Chemical 15 cars, Helena Chemical 1 car, Crop Production 2 cars.

2. Storage negotiations for cars at the Little Creek property are being considered. No agreements in place as of yet.

Mr. Parry also said that Engine #2014 was out of service due to a faulty generator bearing. It is hoped that the unit will be repaired in the next week and Mr. Parry is currently seeking a rental unit.

In Re: FY 2017 Audit

Mr. Jeff Mitchell of Mitchell & Co., presented the following powerpoint presentation relative to the FY 2017 Audit:

**Accomack- Northampton Transportation**  
**District Commission**  
**September 2017 Summary**

**Board of Commissioners**

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**Mitchell & Co., P.C.**  
Certified Public Accountants  
110 East Market St.  
Leesburg, Virginia

**January 8, 2018**

## Comparative Balance Sheet

	Fund							
	Governmental		Railroad		Star Transit		Total	
	2017	2016	2017	2016	2017	2016	2017	2016
<b>Total Assets</b>	\$ 31,699	\$ 27,629	\$ 10,196,869	\$ 10,197,169	\$ 1,584,692	\$ 1,367,474	\$ 11,813,260	\$ 11,592,272
Cash & Investments	31,699	27,629	-	-	271,791	221,494	303,490	249,125
Receivables	-	-	-	-	98,225	59,936	98,225	59,936
Fixed Assets	-	-	10,195,944	10,195,944	1,205,520	1,081,657	11,401,264	11,277,651
Other Assets	-	-	925	1,225	9,356	4,557	10,261	5,562
<b>Total Liabilities</b>	\$ -	\$ 15	\$ 135,042	\$ 166,108	\$ 59,172	\$ 49,320	\$ 194,214	\$ 215,443
Accounts Payable	-	15	-	-	33,336	33,014	33,336	33,029
Accrued Expenses	-	-	2,769	3,416	25,836	14,306	28,605	17,722
Deferred Income	-	-	-	-	-	2,000	-	2,000
ANPDC Note Payable	-	-	132,273	162,692	-	-	132,273	162,692
<b>Total Equity</b>	\$ 31,699	\$ 27,614	\$ 10,061,827	\$ 10,031,061	\$ 1,525,520	\$ 1,318,154	\$ 11,619,046	\$ 11,376,829
Investment in M/A	-	-	10,065,871	10,035,232	1,205,520	1,081,657	11,268,991	11,114,939
Unrestricted	31,699	27,614	(1,844)	(2,191)	320,000	236,497	350,055	261,890

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## Profit and Loss Summaries – 9/30/17 and 9/30/16

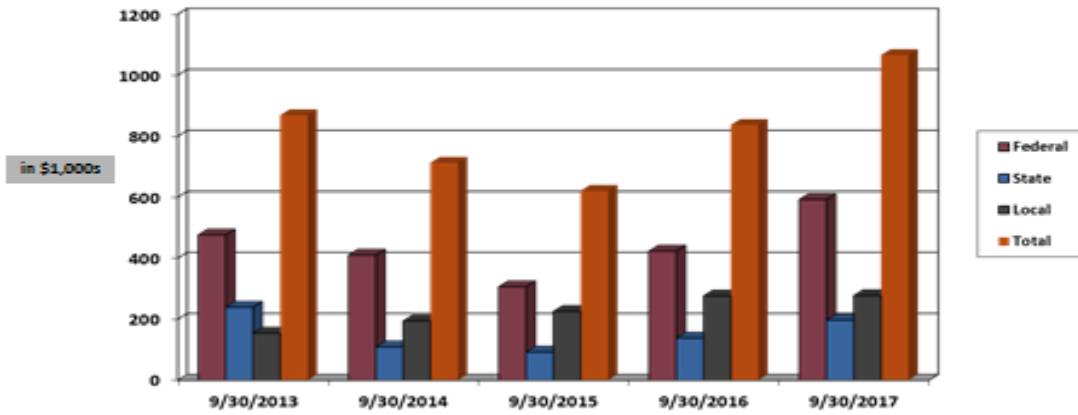
	9/30/2017 Fund						
	General	Railroad	Star Transit			Total	
			Operating	Capital	Total		
<b>Revenue</b>	\$ 13,408	\$ 35,883	\$ 831,262	\$ 300,384	\$ 1,131,646	\$ 1,180,937	
<b>Expenses</b>	9,323	5,117	739,155	185,125	924,280	938,720	
<b>Net Surplus(Deficit)</b>	\$ 4,085	\$ 30,766	\$ 92,107	\$ 115,259	\$ 207,366	\$ 242,217	

	9/30/2016 Fund						
	General	Railroad	Star Transit			Total	
			Operating	Capital	Total		
<b>Revenue</b>	\$ 13,409	\$ 35,882	\$ 757,437	\$ 141,537	\$ 898,974	\$ 948,265	
<b>Expenses</b>	9,729	6,128	675,240	185,960	861,200	877,057	
<b>Net Surplus(Deficit)</b>	\$ 3,680	\$ 29,754	\$ 82,197	\$ (44,423)	\$ 37,774	\$ 71,208	

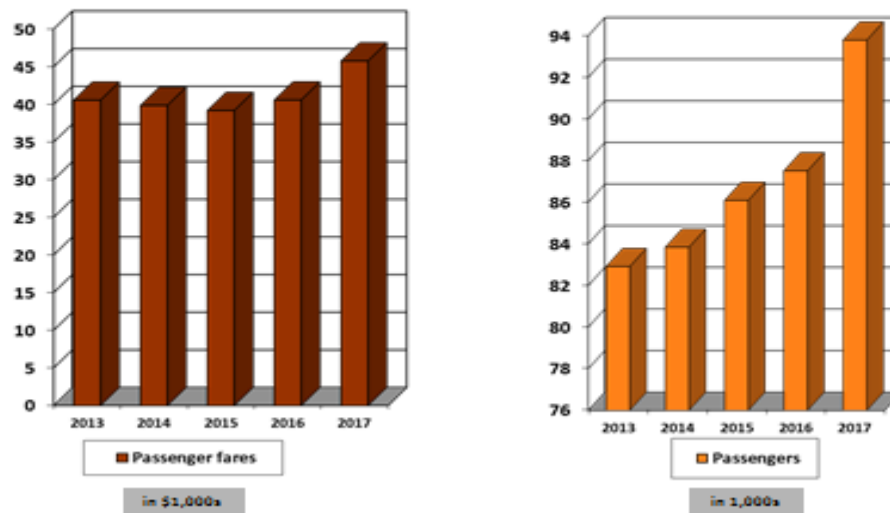
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## Government Support – Star Transit



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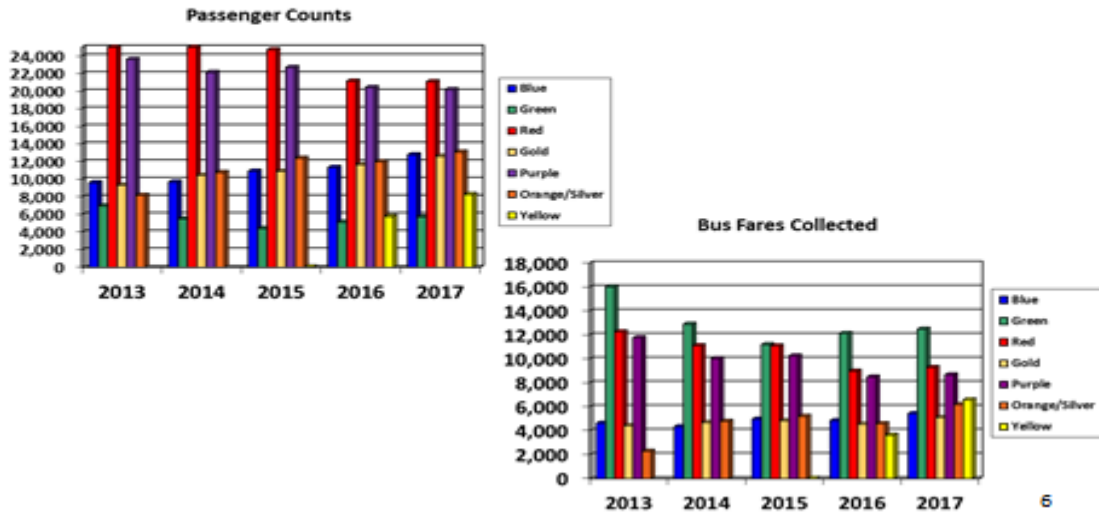
## Passenger Services – Star Transit



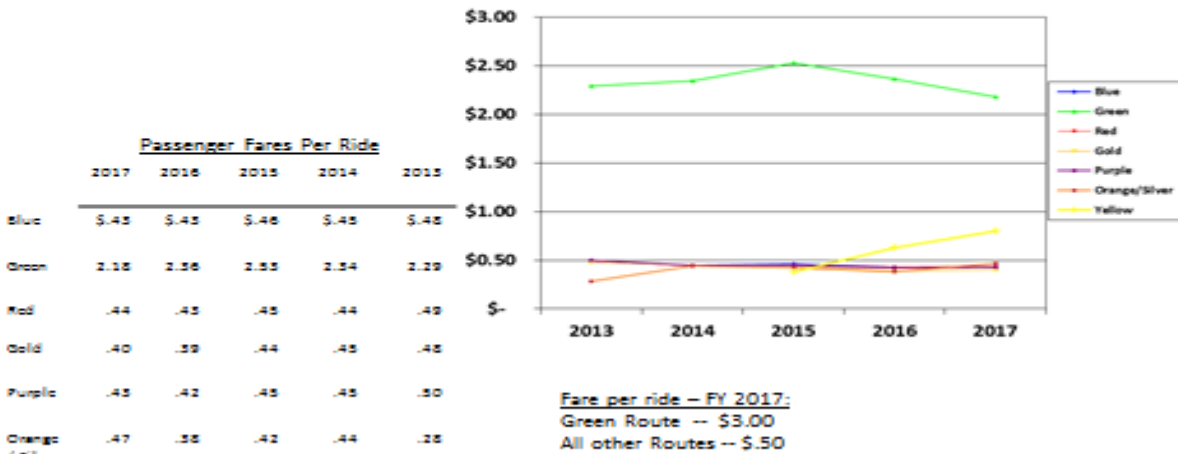
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## Passenger Count and Money Collected per Route



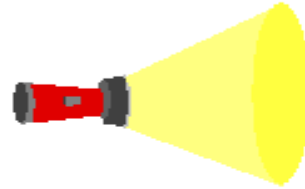
## Average Passenger Fares per Ride



## Auditor Comments

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- Railroad fixed asset reporting
- Grant summary
- Local match analysis
- Passenger fares review
- Internal controls
- Bus ride – good results
- Year end audit adjustments
- Follow-up with required state/public communication
- Required Communications



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Mr. Mitchell also distributed documentation including “Passenger Fare Analytical”, “Fixed Assets Listing”, and a “Bus Ride Memo”. These documents are on file in the Office of the Accomack-Northampton Transportation District Commission. He reported that there were no findings to report and everything was fine.

Motion was made by Mr. Hart, seconded by Ms. Major, that the audit be accepted as presented. All members were present and voted “yes.” The motion was unanimously passed.

### In Re: Closed Session:

Motion was made by Mr. Hart, seconded by Ms. Major, that the Commission enter Closed Session in accordance with Section 2.2-3711 of the Code of Virginia of 1950, as amended:

(A) Paragraph 1: Discussion or consideration of employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees or employees of any public body.

*Transit Manager Performance; appointment to ANPDC Committee*

All members were present and voted “yes.” The motion was unanimously passed.

After Closed Session, the Chairman reconvened the meeting and said that the Commission

had entered the closed session for that purpose as set out in paragraph 1 of Section 2.1-3711 of the Code of Virginia of 1950, as amended. Upon being polled individually, each member confirmed that this was the only matter of discussion during the closed session.

Motion was made by Ms. Major, seconded by Mr. Hart, that Mr. Ron Wolff be appointed to represent the ANTDC on the ANPDC's Transportation Technical Advisory Committee, replacing Mr. LeMond. All members were present and voted "yes." The motion was unanimously passed.

In Re: Other - Elect Representative for Canonie Atlantic stockholder meeting

Mr. Hart reminded the membership that there have been two vacancies on the Canonie Atlantic Co. Board of Directors for months and he believes he has found two candidates for the stockholder's consideration: Mr. John Sharpley, owner of Coastline Chemical and a major rail shipper and Mr. Paul Muhly, a member of the Accomack Board and the Accomack Economic Development Commission.

Motion was made by Ms. Major, seconded by Mr. Wolff, that Mr. Donald L. Hart, Jr., be appointed to represent the stockholder (ANTDC) at the Canonie Atlantic Co. stockholders meeting and that Mr. Hart be instructed as follows:

- (a) to vote for the appointment of Mr. John Sharpley to the Canonie Atlantic Co. Board of Directors with a term expiring March 2018 (succeeding Mr. Bennie Etheridge); and
- (b) to vote for the appointment of Mr. Paul Muhly to the Canonie Atlantic Co. Board of Directors with a term expiring March 2019 (succeeding Mr. Bill Floyd).

All members were present and voted "yes." The motion was unanimously passed.

In Re: Adjourn

Motion was made Mr. Mr. Wolff, seconded by Ms. Major, that the meeting be adjourned. All members were present and voted "yes". The motion was unanimously passed. The meeting was adjourned.